

PW 11/5
FI + CB 11/12



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Nov 5, 2024

MinuteTraq (IQM2) ID #: 24-2714

Purchase Order #: 5972-0001 SERV	Original Purchase Order Date: Dec 1, 2022	Change Order #: 2	Department: Facilities Mangement
Vendor Name: Village of Glendale Heights	Vendor #: 10228	Dept Contact: Cathie Figlewski	
Background and/or Reason for Change Order Request:	AMENDMENT to Resolution FM-P-0217-22, (Contract 5972-0001 SERV), issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250, taking the original contract amount of \$245,708.00, and resulting in an amended contract amount not to exceed \$170,458.00, a decrease of 30.63%.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$245,708.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$245,708.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$75,250.00)
E	New contract amount (C + D)	\$170,458.00
F	Percent of current contract value this Change Order represents (D / C)	-30.63%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.63%
DECISION MEMO NOT REQUIRED		

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days) contract expiration from: _____ to: _____
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

Decrease contract and change the expiration date of the contract from 11/30/25 to 12/31/24.

cf	5665	Oct 8, 2024	<i>H</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date

REVIEWED BY (Initials Only)			
		<i>[Signature]</i>	
Buyer	Date	Procurement Officer	Date <i>10/24/2024</i>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date